



Skills Funding  
Agency

# College Capital Investment Fund (CCIF) Payments

May 2013

Of interest to colleges and training providers

## **Payment of College Capital Investment Fund (CCIF) Grant**

- 1 The £550m capital funding for CCIF is available over a two-year period covering the 2013-14 and 2014-15 financial years.
- 2 Funding of £270m is available during 2013-14 and £280m during 2014-15. The funding is made available on an annual basis and there is no scope to move funding between years.
- 3 Capital projects funded through CCIF that incur expenditure across both years will therefore receive individual capital grants for each year.
- 4 It will not be possible to carry forward any unspent grant funding from 2013-14 to 2014-15.
- 5 Grant will be paid monthly based on an agreed expenditure profile, but subject to amendment of the profile, where it deviates significantly from actual expenditure.
- 6 Subject to budget availability the Skills Funding Agency will pay up to 75 per cent of eligible expenditure up to the total grant allocation during 2013-14.
- 7 The remaining grant will be paid in 2014-15. Annex A includes an example split of grant payments between the two years.

## **Grant Profile**

- 8 As part of the approval process, we require a separate profile of expenditure for each year of the project. This will form the basis of the profiled grant payments detailed above.
- 9 We will operate a tolerance system with no adjustments to profiles required where cumulative expenditure either increases above or falls below the profile by a margin of up to 10 per cent.
- 10 Where expenditure does slip below the profile by more than 10 per cent we will require the college to submit a revised profile and in normal circumstances further grant payments will be held until total expenditure reaches the agreed level for grant payments to resume.

- 11 Where expenditure exceeds the profile by more than 10 per cent we will require the college to submit a revised profile and at the Skills Funding Agency's discretion the grant profile may be brought forward where capital budgets allow.

## **Evidence Requirements**

- 12 For each project we require a quarterly invoice listing to confirm expenditure to date.
- 13 You should make quarterly returns by the tenth working day of the following months and cover expenditure for the previous quarter (August to cover May to July):
- a August
  - b November
  - c February
  - d May
- 14 You should submit the invoice listing electronically to the email address:  
**[providercapitalclaims@skillsfundingagency.bis.gov.uk](mailto:providercapitalclaims@skillsfundingagency.bis.gov.uk)**
- 15 The invoice listing should, as a minimum, include the following information:
- a Contractor / Supplier Name
  - b Supplier Invoice Number / Reference
  - c Date
  - d Invoice Amount
  - e Amount Paid
  - f VAT Amount
  - g Net Amount
  - h Expenditure Category.
- 16 An example template is included at annex A.
- 17 The Skills Funding Agency will use the invoice listings to make a sample check of the evidence to determine eligibility and validity; colleges will be required to submit those invoices selected.
- 18 Invoices selected in the sample can be scanned and submitted electronically.

- 19 Where a proportion of the sample invoices are deemed to be invalid and ineligible for grant support we will undertake a more thorough claim check. In this case future profile payments may be placed on hold while the Agency gains assurance on the expenditure incurred.
- 20 We will continue to require evidence after we have paid the full capital grant to ensure the cost of the project in its entirety can be supported. The Agency will reserve the right to recover grant funding where the total project costs are insufficient to support the capital grant paid at the agreed intervention rate.
- 21 Where evidence is not submitted, future profile payments will be placed on hold until such time that appropriate supporting evidence is supplied.

## Annex A

### Example Payment Breakdown

Project Value £6m

Grant support £2m (1/3<sup>rd</sup>)

#### Expenditure profile

£2m in 13/14

£4m in 14/15

Skills Funding Agency pays 75% in 13-14

#### Payments

Year	Agency	College	Total
13/14	£1.5m	£0.5m	£2.0m
14/15	£0.5m	£3.5m	£4.0m
Total	£2.0m	£4.0m	£6.0m

## Example Invoice Listing

Contractor / Supplier	Supplier Invoice Num / Ref	Date	Invoice Amount	Amount Paid	VAT	Net	Expenditure Category
ABC Architecture Design LTD	6871	24-Mar-06	£ 9,980.16	£ 9,980.16	£ 1,486.41	£ 8,493.75	F
Building Work PLC	SINV515645	30-Mar-06	£ 1,602.70	£ 1,602.70	£ 238.70	£ 1,364.00	W
Currys	2432	31-Mar-06	£ 1,175.00	£ 1,175.00	£ 175.00	£ 1,000.00	F&E
Currys	2433	31-Mar-06	£ 3,525.00	£ 3,525.00	£ 525.00	£ 3,000.00	F&E
Currys	2435	31-Mar-06	£ 8,812.50	£ 8,812.50	£ 1,312.50	£ 7,500.00	F&E
Birmingham City Council	INV983625	31-Mar-06	£ 1,200,000.00	£ 1,200,000.00	£ 100,000.00	£ 1,000,000.00	LP

£ 1,225,095.36    £ 1,225,095.36    £ 203,737.61    £ 1,021,357.75

Summary		Total
Fees	F	£ 8,493.75
Works (inc decant cost)	W	£ 1,364.00
Furniture & Equipment	F&E	£ 11,500.00
Land Purchased	LP	£ 1,000,000.00
Value Added Tax	VAT	£ 203,737.61

£ 1,225,095.36



© Crown copyright 2013

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence.

To view this licence,  
visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/>  
or e-mail: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk).

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This document is also available from our website [skillsfundingagency.bis.gov.uk](http://skillsfundingagency.bis.gov.uk)

If you have any enquiries regarding this publication or require an alternative format, please contact us [info@skillsfundingagency.bis.gov.uk](mailto:info@skillsfundingagency.bis.gov.uk)